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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory - FY 1985

FROM:

STAT
STAT

Records Management Officer, OSO

EXTENSION

NO.

DATE

9 January 1986

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. IMB/IRMD/OIS				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD

FROM: (Directorate and Office) DDS&T/OSO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3,860.0	4,381.0	+ 521.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	955.0	1,135.0	+ 180.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	93.0	108.0	+ 15.0
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		4,908.0	5,624.0	+ 716.0
II.	CARD-SIZE FILES:			
a.	3x5 Cards	[redacted]		
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts	15.2 152.0	8.9 89.0	-63.0
e.	Aperture Cards			
f.	Microfiche	2.9 17.5	4 24.0	+ 6.5
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		169.5 (18)	113.0 (13)	-56.5 (-5)

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes 445.7	3,120 71	76.3 5,000 [redacted]	+ 1,888
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs 36.0	72	47 94	+ 22
e.	Word Processing Magnetic Tapes	-	2.2 158	+ 158
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼" 1.0	590	1.2 726	+ 136
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other *(Describe)*			
		(483)	(765)	(+282)
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels 10.7	895	10.7 895	0
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			
		(11)	(11)	(0)

Comments: IIa changed to IId. Old form 3581 did not identify abstracts under card-size files.

STAT

Date: 1/9/86

9-85 **3581** EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD

FROM: (Directorate and Office) ODDS&T

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	382.0	377	−5.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	166.0	158	−8.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	10.0	none **	− 10.0
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		558.0	535.0	−23.0
II.	CARD-SIZE FILES:			
a.	3x5 Cards	.3 3.0	3.0 .3	
b.	5x8 Cards		2.0 .3	+ 2.0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		3.0 .3	5.0 1	+ 2.0 + 1

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes		6 .3	+ 6
c.	Video Tapes	2 14	18 2.6	+ 4
d.	Disc Packs	2 4	2 1.6	− 2
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"	.1 18	81 .3	+ 63
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:	4.	4.	0
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film		18 2.6	+ 18
e.	Other *(Describe)*			
			3	+ 3

Comments: ** Material reported in previous year (1984) returned to AARC

STAT Sig [redacted] Date: 1/2/86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD

FROM: (Directorate and Office) DDS&T/ORD

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	824.9	558.7	-266.2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,423.0	1,994.5	+ 571.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	59.7	40.2	- 19.5
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	2,307.6	2,593.~~7~~ ✓	+ 285.8 ✓
II.	CARD-SIZE FILES:			
a.	3x5 Cards	.9 9.2	2.7 27	+ 17.8
b.	5x8 Cards		.6 3.3	+ 3.3
c.	Punch Cards			
d.	Abstracts		1.6 16	+ 16.0
e.	Aperture Cards			
f.	Microfiche	8.7 52.0	7.9 47.2	- 4.8
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	61.2 10	~~77.5~~ 13 93.5 ✓	+ 32.3 ✓ + 3

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	132 924	76.4 535	- 389
b.	Audio Tapes	12.3 246	4.6 91	- 155
c.	Video Tapes	45.3 317	48.3 338	+ 21
d.	Disc Packs	16.0 32	13.5 27	- 5
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards	1,200 7,200		- 7,200
g.	Magnetic Diskettes 5¼"	1 600	.1 46	- 554
h.	Magnetic Diskettes 8"	4.9 1,188	.5 129	- 1,059
i.	Paper Tapes			
j.	Other *(Describe)* 20MB Streaming Tape Cassettes		.5 41	
	Macintosh Diskettes 3 1/2"		1 91	
IV.	FILM RECORDS: Video Disk Platters 1412		1 10 145	- 1,267
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film		5.9 41	+ 41
e.	Other *(Describe)*			
			6	+ 6

Comments: A branch under one of the three Groups in ORD was transferred to the Office of Security in October. This branch consists of [redacted] employees--both staff and contract--and their records. The ORD records inventory figures do not include any figures from this Branch. However, I did assist this branch in its survey for OS. STAT

STAT **Signatur** [redacted] ORD/RMO **Date:** 18 December 1985

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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